

Site Plan: Standard			
EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			\$2,000
ENVIRONMENTAL			\$3,610
PDS REVIEW TEAMS			\$1,205
STORMWATER			\$695
DEH	SEPTIC/WELL	\$501	
	SEWER		
PDS TRAILS REVIEW		\$340	
VIOLATION FEE (<i>not included in total</i>)		\$1,000	
INITIAL DEPOSIT & FEE TOTAL (see Note #5) \$7,850 (Sewer) \$8,351 (Septic/Well)			

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.

PART A:

All listed items must be completed, signed and saved as PDF files on a USB Flash Drive. PDS forms are available at <http://www.sdcountry.ca.gov/pds/zoning/ZoningNumeric.html> and at the links below.

- Plot Plan (**see Note #4**)
- [126 Acknowledgement of Filing Fees and Deposits](#) (**see Note #1**)
- [305 Ownership Disclosure](#)
- [320 Evidence of Legal Parcel](#) (**and any Deeds**)
- [346S Supplemental Application](#)
- [367 Application for an Environmental Initial Study \(AEIS\)](#)
- [581 Plan Check Pre-Application Notice](#)
- [LUEG-SW Stormwater Intake Form for Development Projects](#)

PART B:

In addition to **PART A** on a USB Flash Drive, all items listed under **PART B** must be completed, signed and submitted as paper hard copies.

- Plot Plan: **Ten (10) hard copies.**
- [346 Discretionary Permit Application](#): **One (1) hard copy.**
- [346S Supplemental Application](#): **One (1) hard copy.**
- [LUEG-SW Stormwater Intake Form for Development Projects](#): **Two (2) hard copies.**

PART C:

All items below are informational only and not be submitted.

- [090 Typical Plot Plan](#)
- [209 Defense and Indemnification Agreement FAQs](#)
- [267 Appointment Letter](#)
- [506 Site Plan Applicant's Guide](#)

Submittal Appointments are no longer required.
Check-in at the main PDS counter no later than 3:30 p.m.
Submittal package MUST BE complete.

NOTES:

1. If the Financially Responsible Party (FINRESP) wants to designate an additional DEPOSITOR (such as an Agent or Permit Runner) to make online deposits to the FINRESP'S Trust Account(s), then the FINRESP and the DEPOSITOR must be Accela Citizen Access Registered Users and complete all of form PDS-126. Register at: <https://publicservices.sdcounty.ca.gov/citizenaccess>.
2. Save each complete Study, Report, Plot Plan, Map, etc., as a single PDF file onto One (1) USB Flash Drive. Submit only the requested files. Provide only one (1) USB Flash Drive at intake. All files must have all security restrictions and passwords removed. PDF files must be named by either "Form Number" (example: PDS-399F), or "Title of the submitted study" (example: Fire Protection Plan).
3. Please note: USB Flash Drive will not be returned.
4. Ten (10) copies of the Plot Plan, Elevations and Concept Landscape Plan. Stapled together and folded to 8½" x 11" with the lower right-hand corner exposed.
5. **CROSBY ESTATE:**
Check ACCELA and see if there is any flag on the lot. If yes, customer needs to pay \$400 to DPW prior to the appointment.
Always use previous environmental (ER 95-08-21). Collect PDS-366 and deposit for previous CEQA action.
6. Assume that CEQA review will need to occur for intake purposes, collect environmental deposit for standard AEIS.
7. Inform applicant that project goes to local Community Planning Group and/or Design Review Board for recommendation.
8. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
9. Applications for Community Signs & Banners located in the Road Right of Way (ROW) should obtain approval from DPW/Traffic before submittal of Site Plan application package.